

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 6 - COMMUNITY DEVELOPMENT**

**CP 00-6.05 Social Service Funding Policy**

**Adopted January 18, 2000**

Affirmed February 5, 2001

Revised February 19, 2002

Affirmed April 7, 2003

Affirmed February 2, 2004

Affirmed February 22, 2005

Revised December 18, 2006

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Revised February 4, 2013

**6.05.010 Purpose**

To formally establish a policy for the setting of social service priorities, specify the annual allocation amount and allocation process for funding.

**6.05.020 Goal**

That all residents have resources to provide for basic needs.

**6.05.030 Mission**

The social service allocation process is intended to provide support to local social service agencies which assist in improving the mental or physical condition of the people in the City.

**6.05.040 Funding Source**

- a. To provide an annual stable funding source for social service agencies receiving financial assistance from the City (direct or indirect). The City Manager shall recommend a funding amount in the City's Proposed Budget.

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- b. It is strongly encouraged that all social service funding be requested and distributed through the annual social service program process.

### 6.05.050      Definitions

The following definitions are written to provide a basis for common understanding in discussing social service needs of the community:

- a. *Basic human needs* - The following are some of the basic necessities of life which, when absent or threatened, would be considered to constitute an emergency:

- |                          |  |  |
|--------------------------|--|--|
| 1) food                  | 2) water                                 | 3) shelter                                   |
| 4) warmth                | 5) clothing                              | 6) safety and freedom from fear and violence |
| 7) access to information | 8) acute mental and physical health care | 9) Transportation                            |

- b. *Emergency services* - Programs or services that provide immediate or short-term assistance to meet any of the above basic human needs when absent.
- c. *Transitional services* - Programs or services that provide people with a short or defined period of assistance to sustain their basic human needs in the transition to self-sufficiency.
- d. *Long-term services* - Programs or services that provide permanent or on-going services to citizens.
- e. *Preventive services* - Programs or services that seek to prevent citizens from needing emergency or transitional assistance.
- f. *Social services* - Intended to describe a program(s) designed to improve the mental or physical condition of the people in the community. Such programs may include, but are not limited to: mental and physical health, child care, drug and alcohol abuse, vocational rehabilitation, aging, and others as permitted.

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### 6.05.060     Setting Priorities

Annually, Council will review the needs of the community and set priorities for funding, including using broad needs assessment tools that are available. Changes in priorities shall be made by amendments to this Council Policy. The current funding priorities are Emergency and Transitional services.

### 6.05.070     Eligibility

Organizations applying for City social service funding must be recognized as a non-profit by the Federal Government with a 501(c)(3) tax-exempt status certification or be a governmental or quasi-governmental agency.

### 6.05.080     Annual Process

- a. Council shall evaluate and set the annual social service priorities.
- b. Council shall review and approve the annual calendar for allocations.
- c. The availability of funds shall be advertised.
- d. Agency proposals shall be received.
- e. Agency presentations shall be scheduled.
- f. A Committee of community members knowledgeable in social service needs shall be formed. They shall:
  - 1) meet to review agency proposals and funding requests; and
  - 2) make recommendations to Council.
- g. The Human Services Committee will review the Allocations Committee recommendations and forward an allocation recommendation for full Council review and approval.
- h. Council shall appropriate the funds for the program in the annual budget.
- i. Contracts shall be executed with service providers.
- j. Funds shall be distributed to service providers.
- k. Contracts shall be monitored and programs of the social service providers

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evaluated.

- I. Semi-Annual reports on the work performed by service providers shall be submitted.
- m. Council shall review and approve the semi-annual reports of service providers.

### 6.05.090 Administration of Social Services

- a. The City may chose to issue Request for Proposals on a triennial basis for administration of its social service program and funds. The successful administrator must demonstrate knowledge of the social service needs of the community and advise Council. A contract between the City and the Administrator will be executed and renewed on an annual basis.
- b. Should the City decide not to utilize the services of an administrator, this provision of the Policy shall be invalidated.

### 6.05.100 Reporting Requirements

- a. Service providers are required to provide regular reports to the Administrator and City. Reports shall include a progress narrative and financial records. Additional reporting may be requested at the discretion of the City.
- b. Late or incomplete reporting will be reported to the Allocations Committee; the Committee will be encouraged to weigh an agency's accountability when deciding about future allocations to that agency's program(s).

### 6.05.110 Return of Funds

- a. In the event a social service provider cannot or chooses not to perform the services purchased by the City, the following should occur:
  - 1) The City or its Administrator will reconvene the Allocations Committee to evaluate use of the funds. The Committee will make a recommendation to Council. Council shall review the recommendation for approval.
  - 2) The unused funds will be deducted from the monthly allocation to the

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service provider. Any funds distributed and not used for the services purchased shall be reimbursed by the provider to the City.

- 3) Unused or returned funds may be, in accordance with Council direction, carried over to the next fiscal year for re-allocation.

### **6.05.120**      **Review and Update**

Funding priorities shall be reviewed annually prior to the commencement of the social service allocation process. A full review of the social service funding policy shall be conducted every three years. Council, upon request or significant change in the general and economic well-being and prosperity of the community, may decide to review this policy sooner.